



U.S. AGENCY FOR  
INTERNATIONAL  
DEVELOPMENT

Dear Colleague:

Thank you for your recent inquiry regarding registration with the U.S. Agency for International Development (USAID). The following publications are enclosed to provide examples of the activities of private and voluntary organizations (PVOs), and explain the process of registering with USAID.

◆ Voluntary Foreign Aid Programs Report

◆ USAID-PVO Partnership Brochure

These publications will assist you in completing your application for registration; however, please note that the Checklist on page 16 in the USAID-PVO Partnership Brochure has been revised. New applicants need only submit six (6) documents (see enclosed revised Checklist) as opposed to the 18 documents listed in the brochure. An important step for initial registration is on page 8 of the Partnership Brochure, and is quoted as follows:

"PVOs that are not registered with USAID are encouraged to begin the registration application process by discussing with the appropriate USAID office, mission, or bureau the relevance of their proposed project to USAID's overall program and legislative mandate. If and when USAID shares clear interest, the organization might then decide to apply for registration."

In accordance with the above, a letter of reference with the application from the USAID office, mission, or bureau interested in the possibility of working with your organization is requested in order to facilitate your application. To speak with a Desk Officer for the country your organization has an interest in, please call our information line at (202) 647-4000.

Submit the completed application **IN DUPLICATE** to ensure timely processing to:

**Mary Q. Newton, Registrar**  
**U.S. Agency for International Development**  
**BHR/PVC/IPS**  
**1300 Pennsylvania Avenue, N.W.**  
**Room 7.06-091**  
**Washington, DC 20523-7600**

Partial packages will not be accepted. For further information, telephone the Registration Office at (202) 712-4747.

Sincerely,

A handwritten signature in cursive script that reads "Mary Newton".

Mary Newton  
Registrar  
Private and Voluntary Cooperation  
Bureau for Humanitarian Response

Enclosures: a/s

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## New Applicant Checklist Required Documents

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Submit in duplicate the following documents with a cover letter stating the reason your organization is applying for registration. ***Please return this checklist with your submission.***

- \_\_\_\_\_ 1. Articles of Incorporation or Charter on state letterhead with state seal and authorizing state official signature.
- \_\_\_\_\_ 2. By-Laws or relevant documents establishing corporate structure.
- \_\_\_\_\_ 3. USAID Form 1550-2 (enclosed).
- \_\_\_\_\_ 4. Audited Financial Statements or an A-133 audit prepared on accrual basis in accordance with GAAP by an independent certified public accountant (CPA) when the total support and revenue is greater than or equal to \$25,000.

- OR -

Unaudited Financial Statements on cash or accrual basis when the organization is incorporated less than a year or total support and revenue is less than \$25,000. If cash basis is used, a signed statement must be enclosed stating no material differences exist in the financial statements, whether prepared on a cash or accrual basis.

- \_\_\_\_\_ 5. Annual Report or similar document describing overseas program activities and listing all board members.
- \_\_\_\_\_ 6. IRS Form 990 or 990-PF. New applicants less than a year old may submit IRS Form 1023 and IRS letter of tax exemption.

Documents must be submitted in **DUPLICATE**  
and for the same reporting period.

USAID may revise above checklist of documents from time to time. In addition, each registrant shall submit such other information as USAID may reasonably require to determine that the applicant meets the conditions of registration.

# Conditions of Registration for U.S. PVOs

**Condition No. 1** That the applicant is a private nongovernmental organization organized under U.S. law and maintains its principle place of business in the United States and is not a university, college, or accredited degree-granting institution of education, private foundation, organization engaged exclusively in research or scientific activities, church, or organization engaged exclusively in religious activities.

**Condition No. 2** That the applicant receives funds from private U.S. sources.

**Condition No. 3** That the applicant is a non-profit organization and is tax-exempt under any one of the following provisions of the Internal Revenue Code: Section 501(c)(3), except private foundations under Section 509(a)(2); Section 501(c)(4); Section 501(c)(5); or Section 501(c)(6).

**Condition No. 4** That the applicant is a voluntary organization (receives voluntary contributions of money, staff time, or in-kind support from the general public).

**Condition No. 5** That the applicant is or anticipates becoming engaged in voluntary charitable or development assistance operations abroad (other than religious) including, but not limited to, services of relief, rehabilitation, disaster assistance, development assistance, welfare, training, or program support and coordination for such services in the fields of health, nutrition, agriculture, industry, environment, ecology, refugee services, emigration, resettlement, and development of capabilities in indigenous PVOs and institutions to meet basic human needs and that such operations are consistent with the articles of incorporation of the applicant, related documentation included in the application, and with the broad purposes of the Foreign Assistance Act and P.L. 480.

**Condition No. 6** That the applicant accounts for its funds in accordance with generally accepted accounting principles ("GAAP"), has a sound financial position as evidenced by its audited financial statements, and exercises financial planning by preparing an annual budget for the year subsequent to that covered in the annual audit.

**Condition No. 7** That the applicant has a board of directors that meet at least annually with members who serve without compensation for such services and that paid officers or staff members do not constitute a majority in any decision.

**Condition No. 8**

That the applicant expends and distributes its funds and resources in accordance with the stated purposes of the organization without unreasonable cost for promotion, publicity, fund-raising, and administration at home or abroad and that applicant provides public disclosure of its financial circumstances.